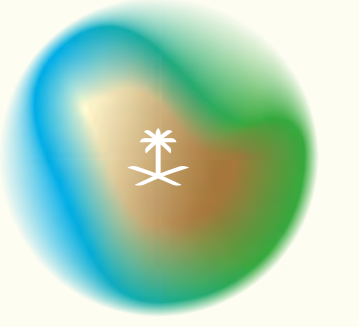
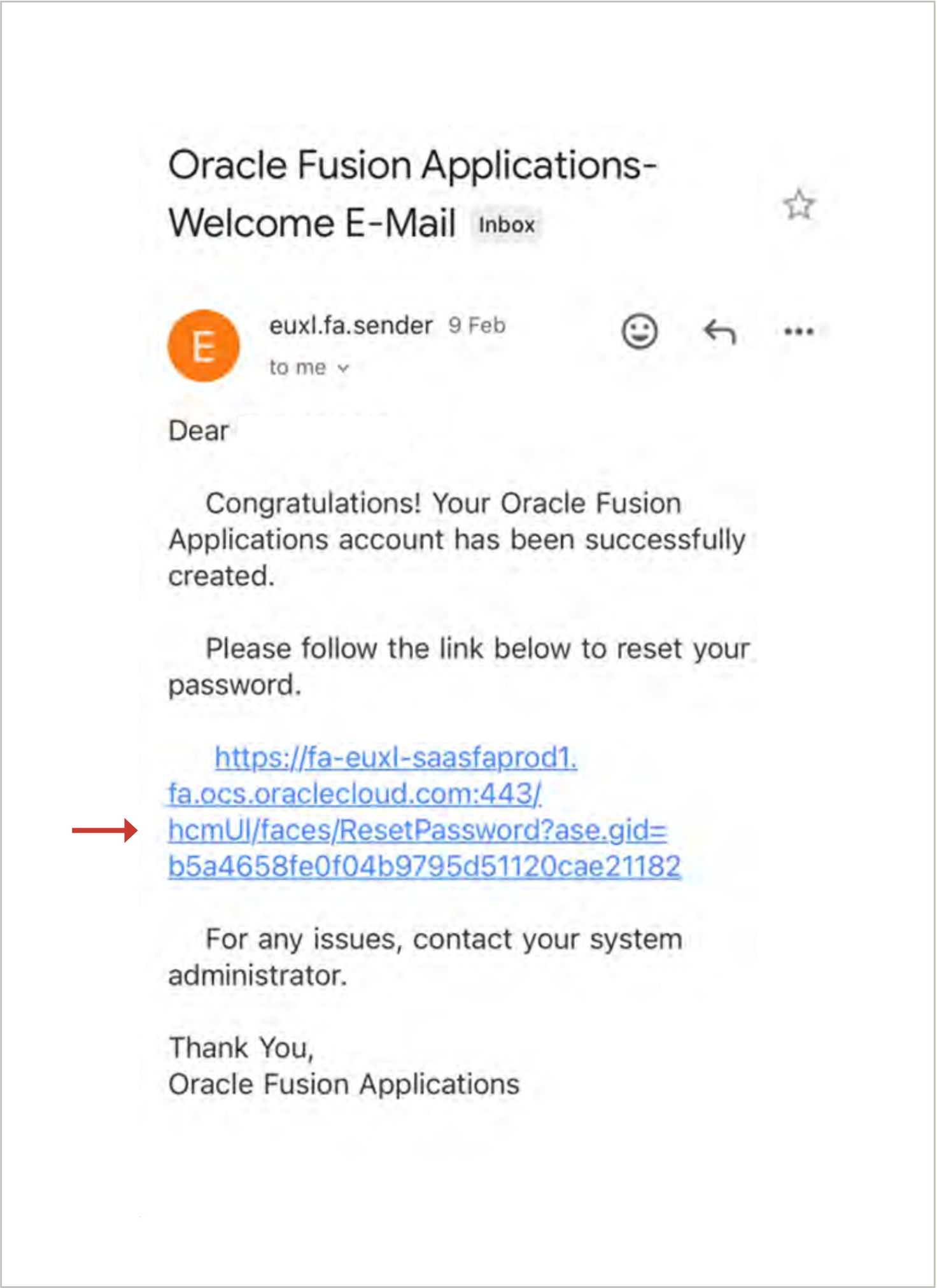




Profile Management User Guide

Log in to the system:

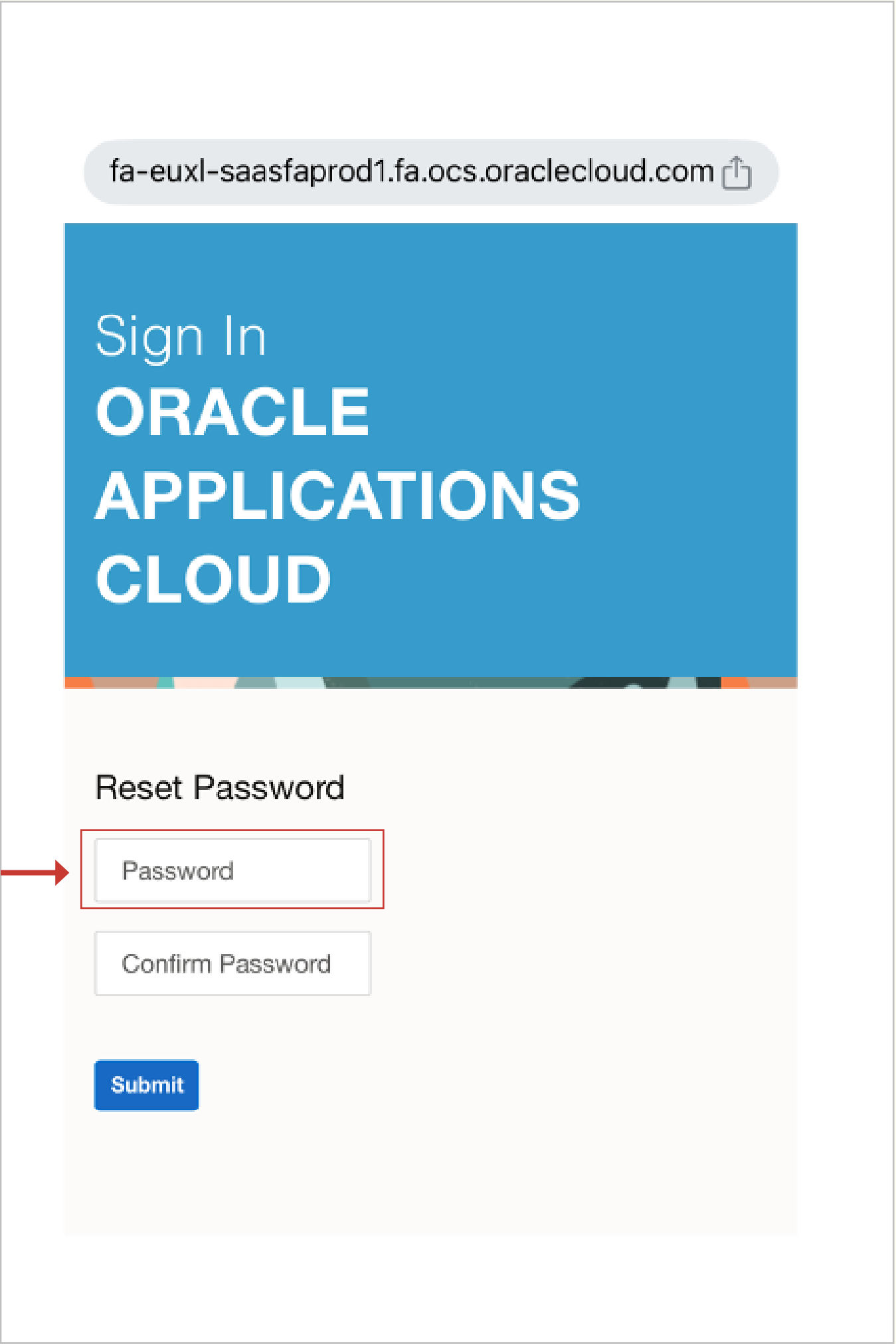
- After your registration request is approved, you will receive an email with the account login information.
- To set your password and activate the account, click on the link shown in the email.



Log in to the system:

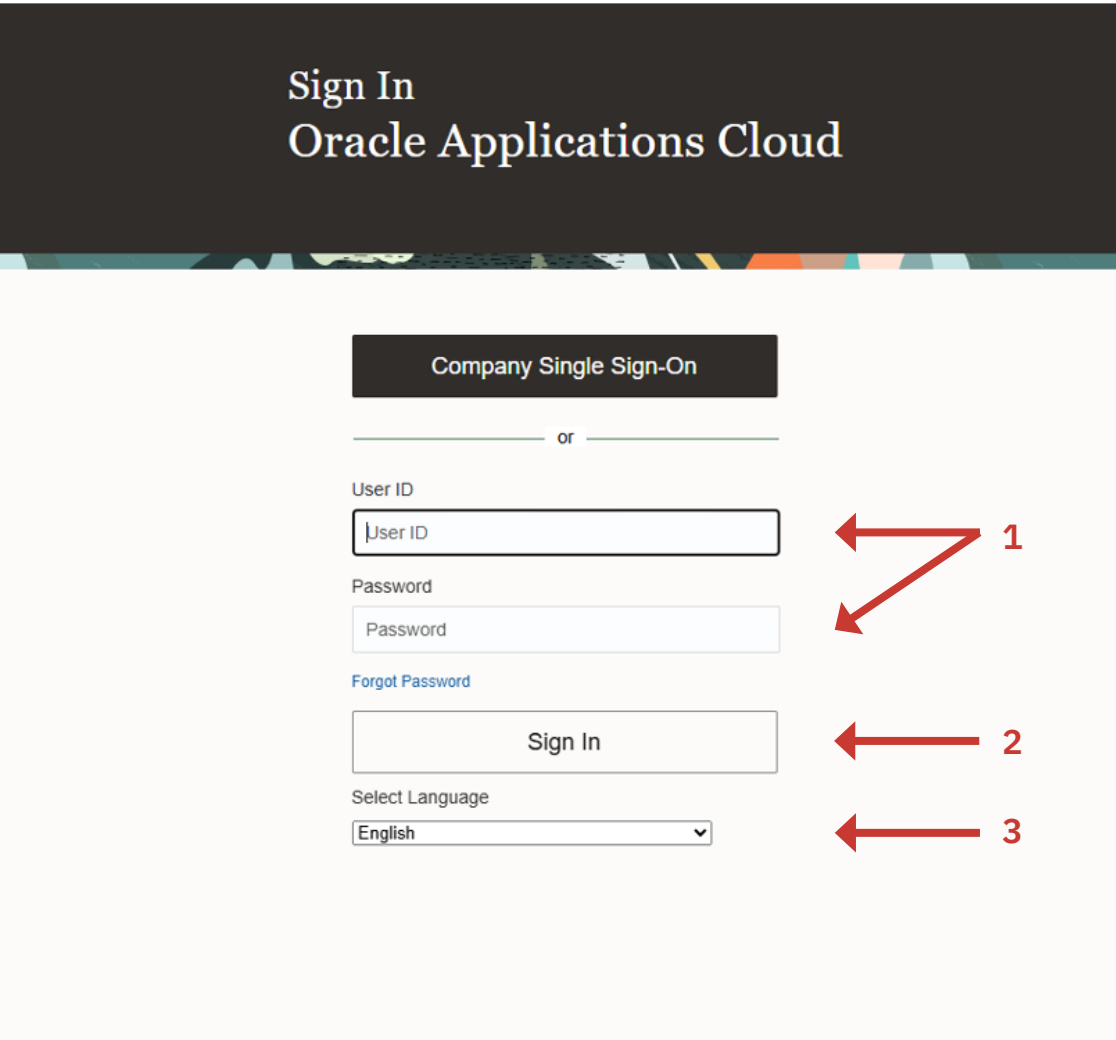
You will be redirected to reset your password:

- 1. Enter your password.
- 2. Confirm the password.
- 3. Click “Submit”.



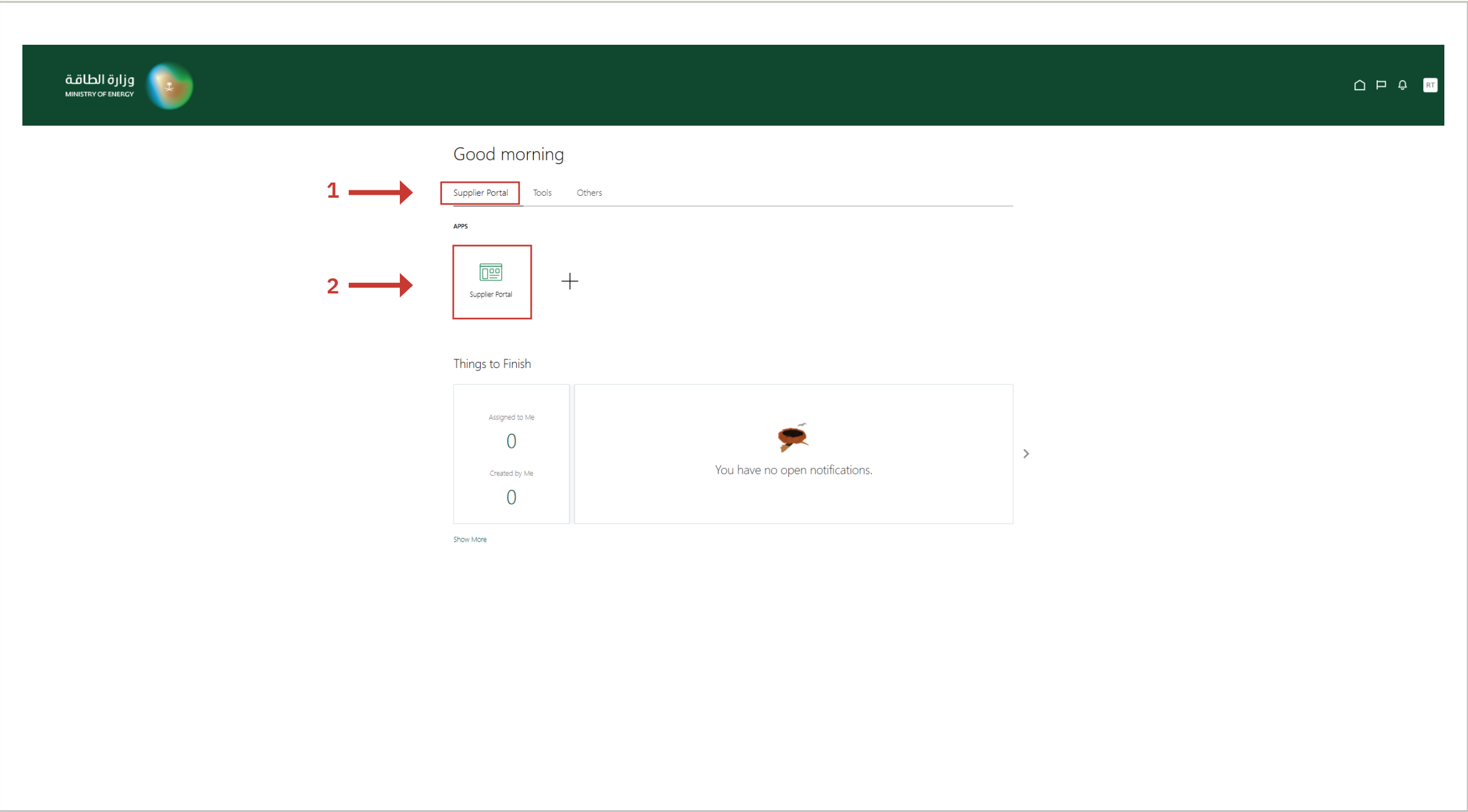
Log in to the system:

- 1. Go to the login page: [\[Sign In\]](#)
- 2. Enter your username (your registered email) and password.
- 3. Click “Sign In”.
- 4. Select your preferred language.



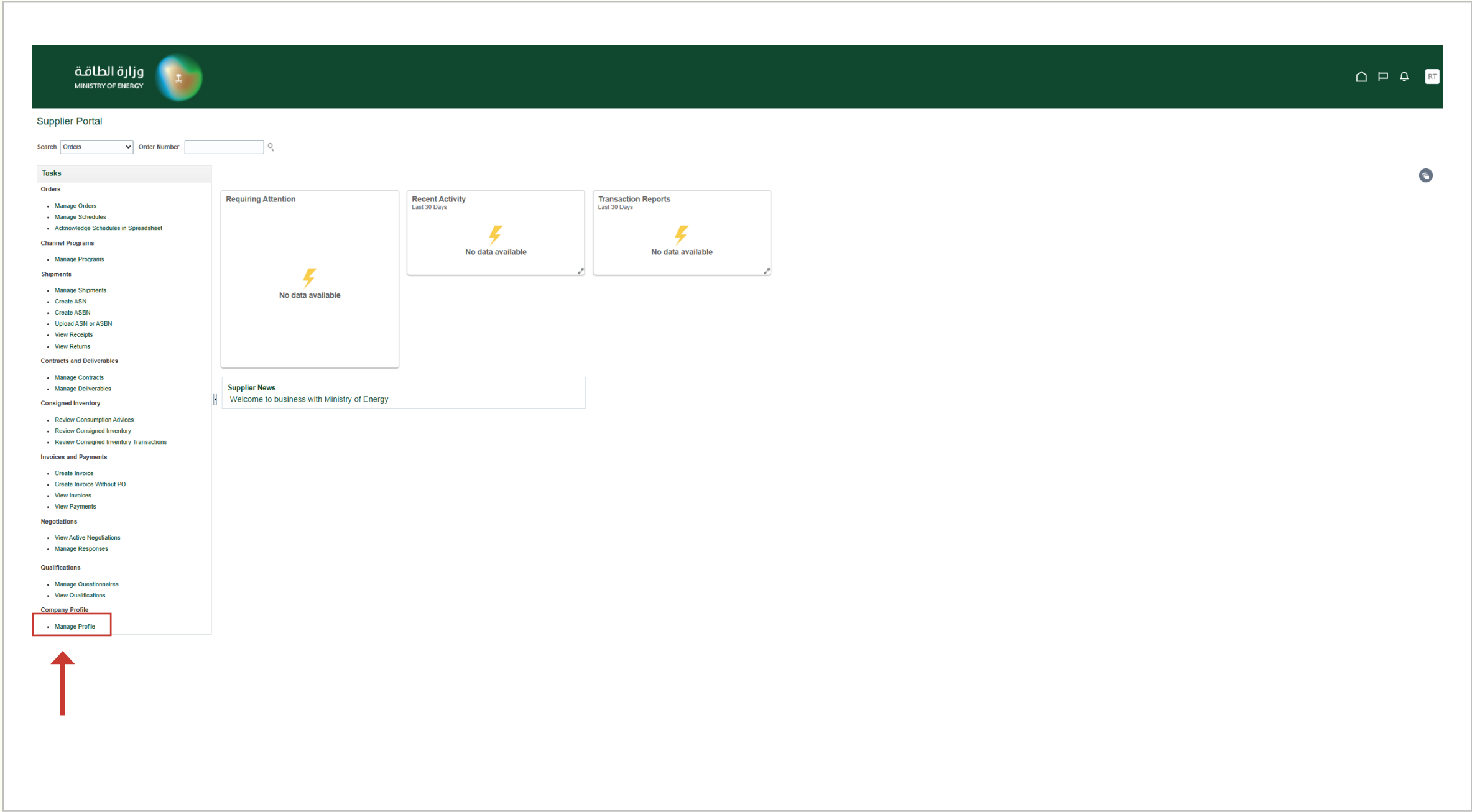
Supplier’s Profile Management:

- Click on the “Supplier Portal” section. Then select the “Supplier Portal” application.



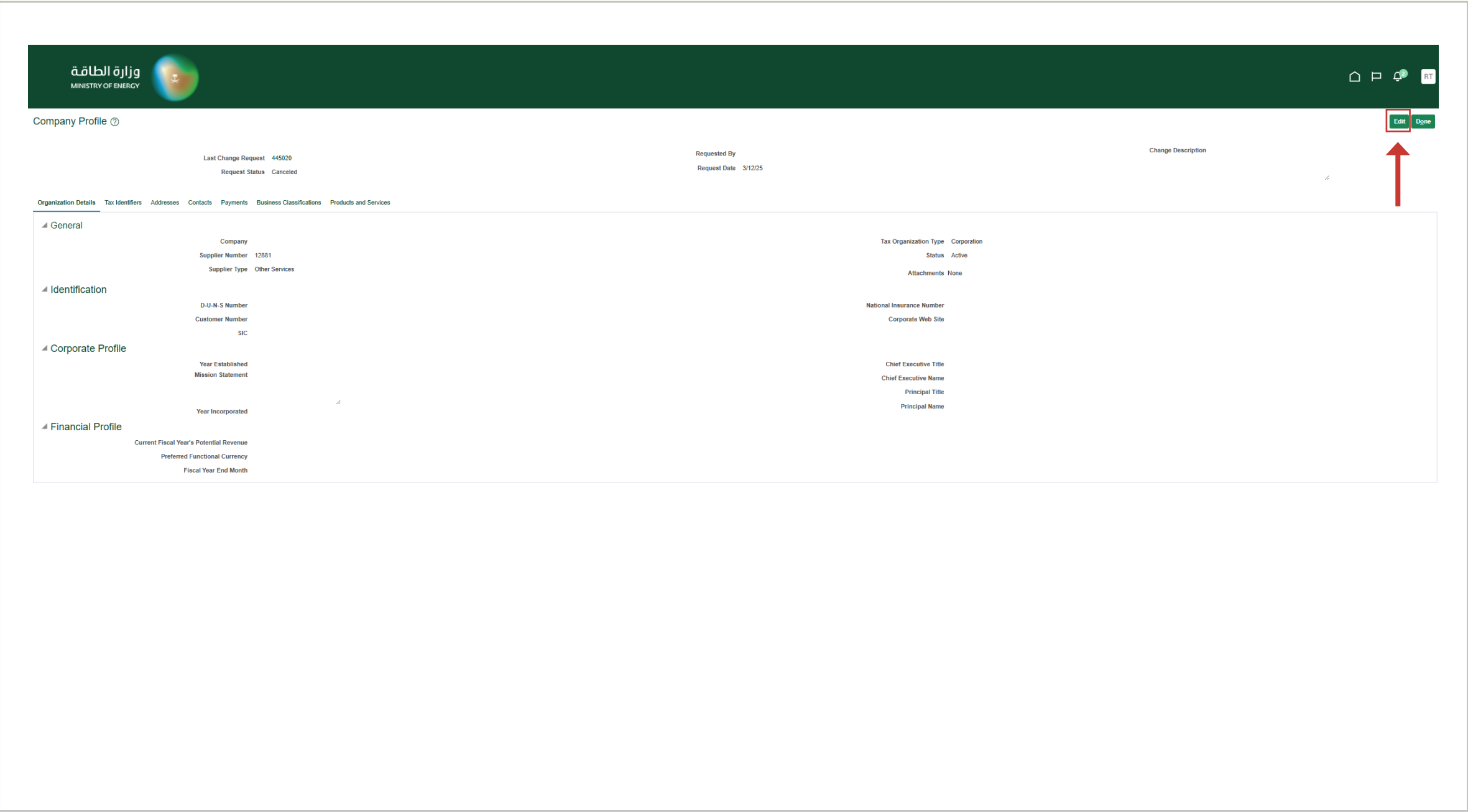
Supplier’s Profile Management:

- From the tasks list, click “Manage Profile”.



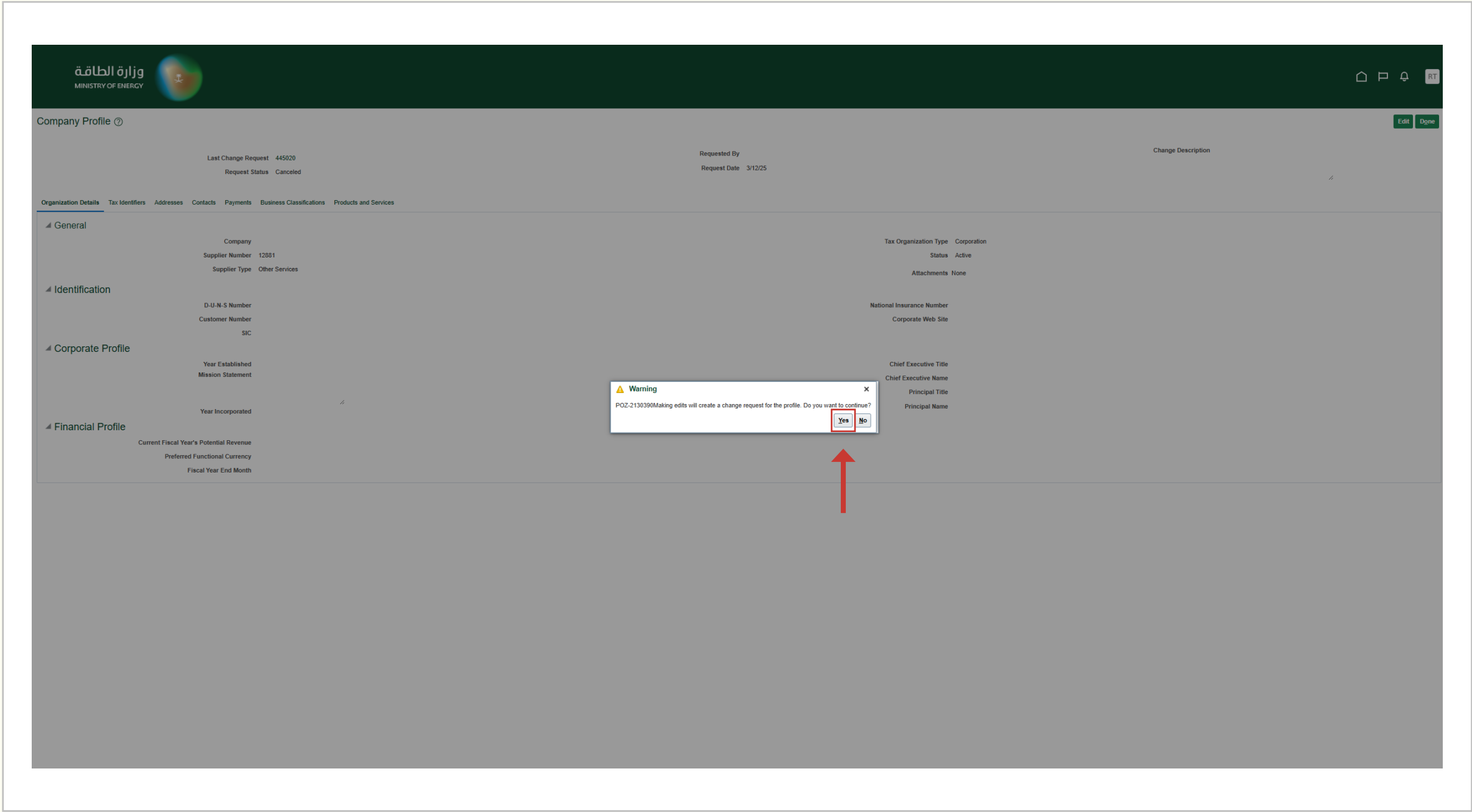
Supplier’s Profile Management:

- Then click “Edit”.



Supplier’s Profile Management:

- A pop-up window will appear on your screen, click “Yes”.



Note:
Please clarify the changes in the change description box.

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Edit Profile Change Request: 456017

Update Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

General

Identification

Corporate Profile

Financial Profile

* Supplier Name

Supplier Number 12051

Supplier Type Other Services

D-U-N-S Number

Customer Number

SIC

Year Established

Mission Statement

Year Incorporated

Fiscal Year End Month

Current Fiscal Year's Potential Revenue

Preferred Functional Currency

Tax Organization Type Corporation

Status Active

Attachments None

National Insurance Number

Corporate Web Site

Chief Executive Title

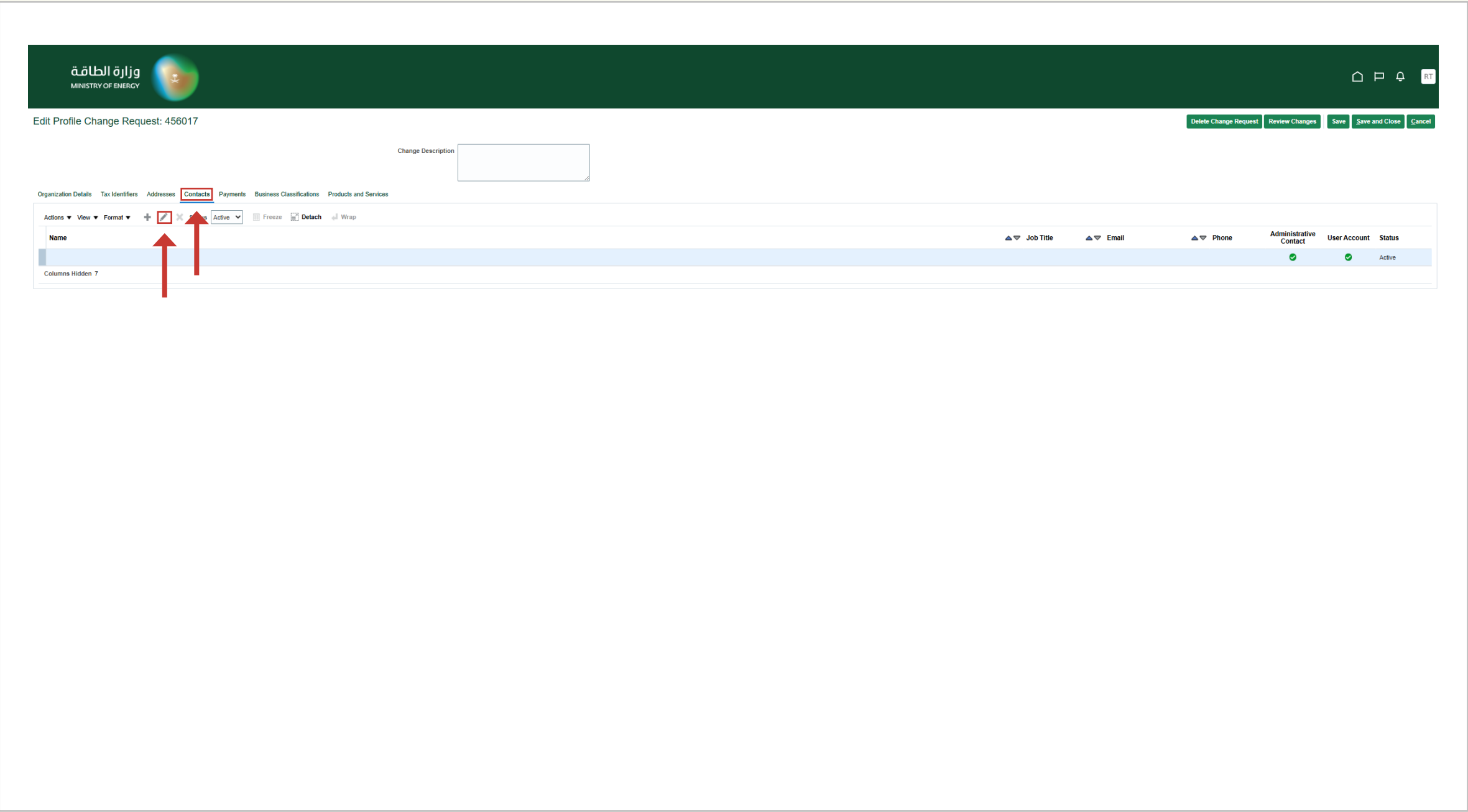
Chief Executive Name

Principal Title

Principal Name

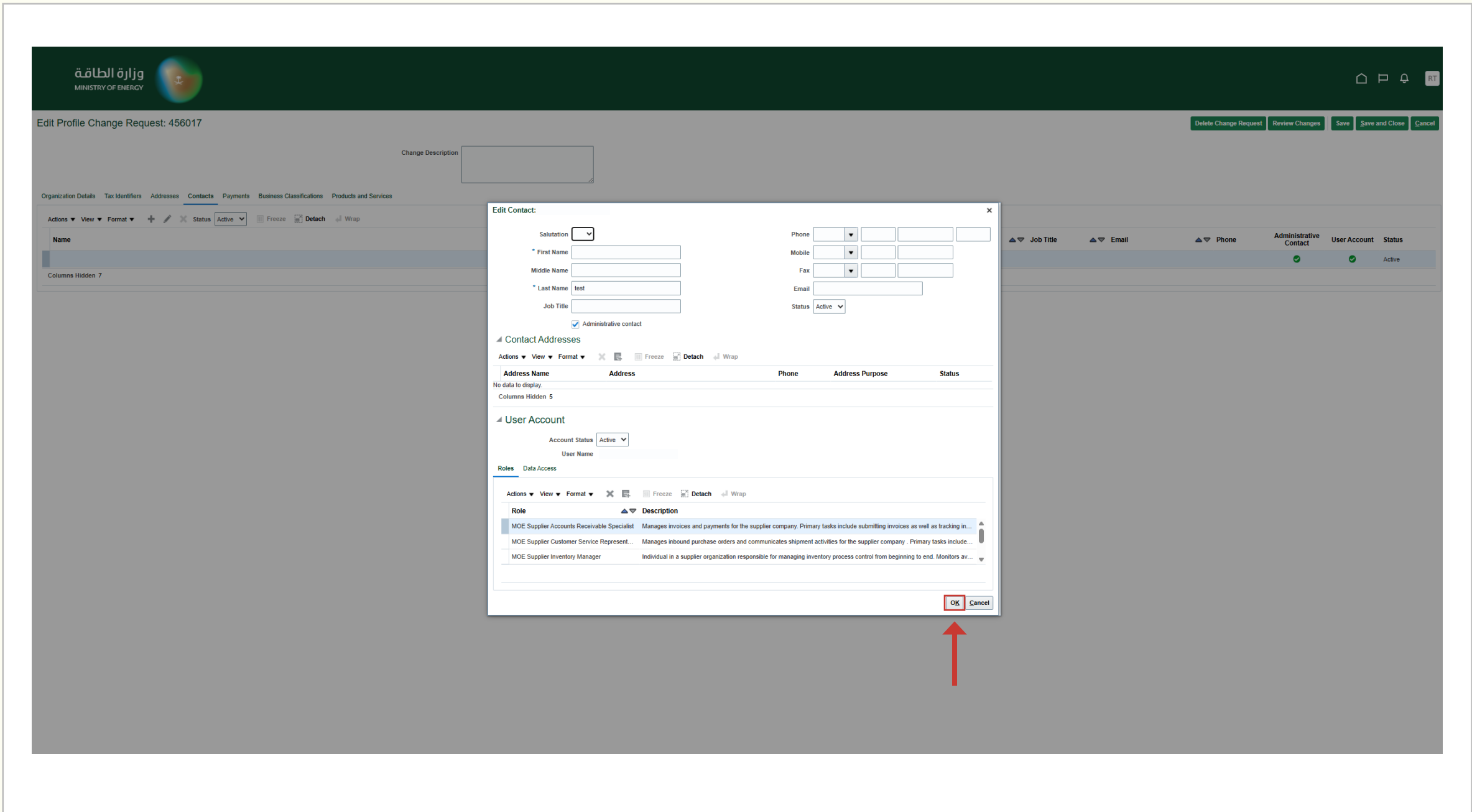
Supplier’s Profile Management - Contacts:

- To update contacts, go to Contacts and click the edit icon.



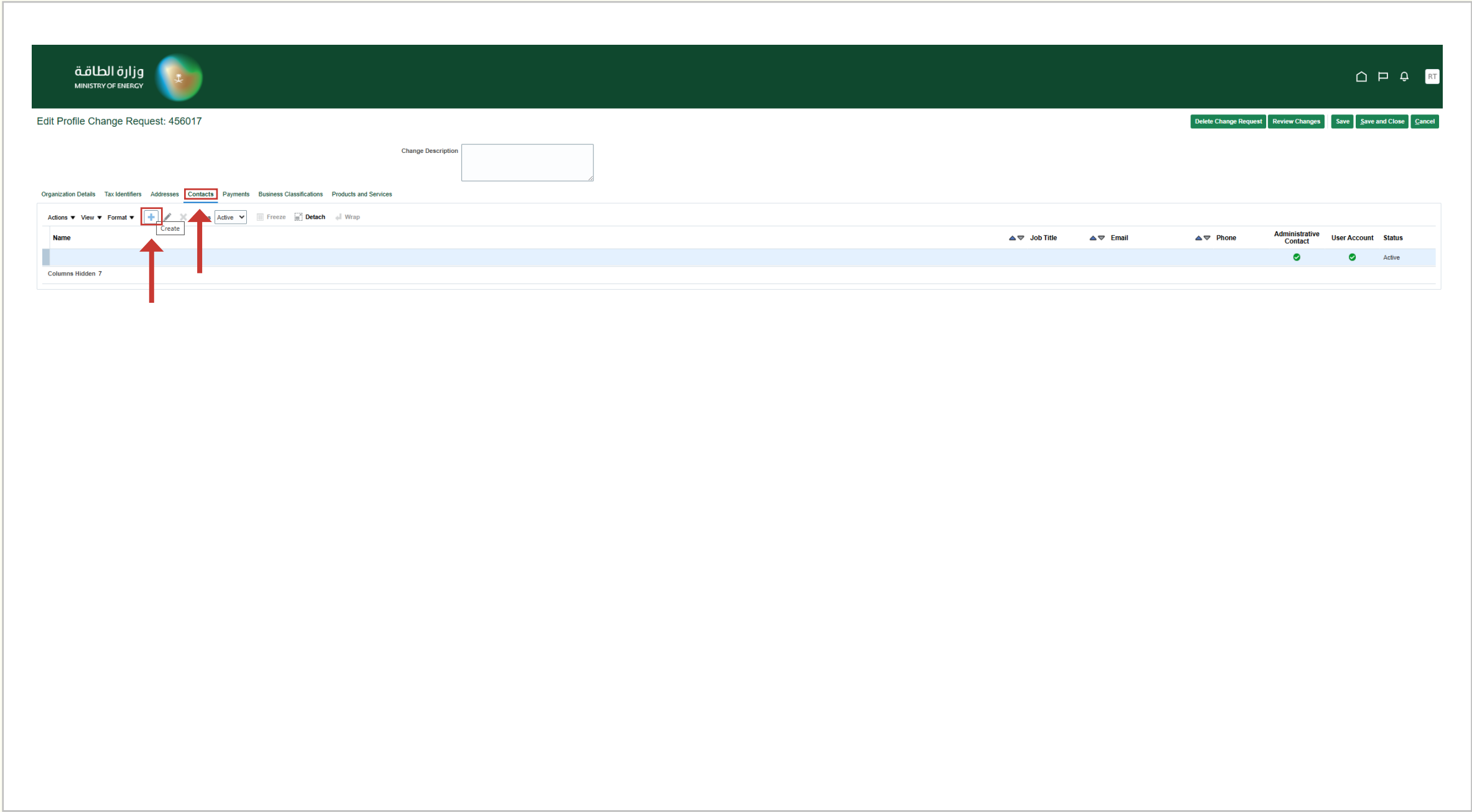
Supplier’s Profile Management - Contacts:

- After updating the contacts, click “OK”.



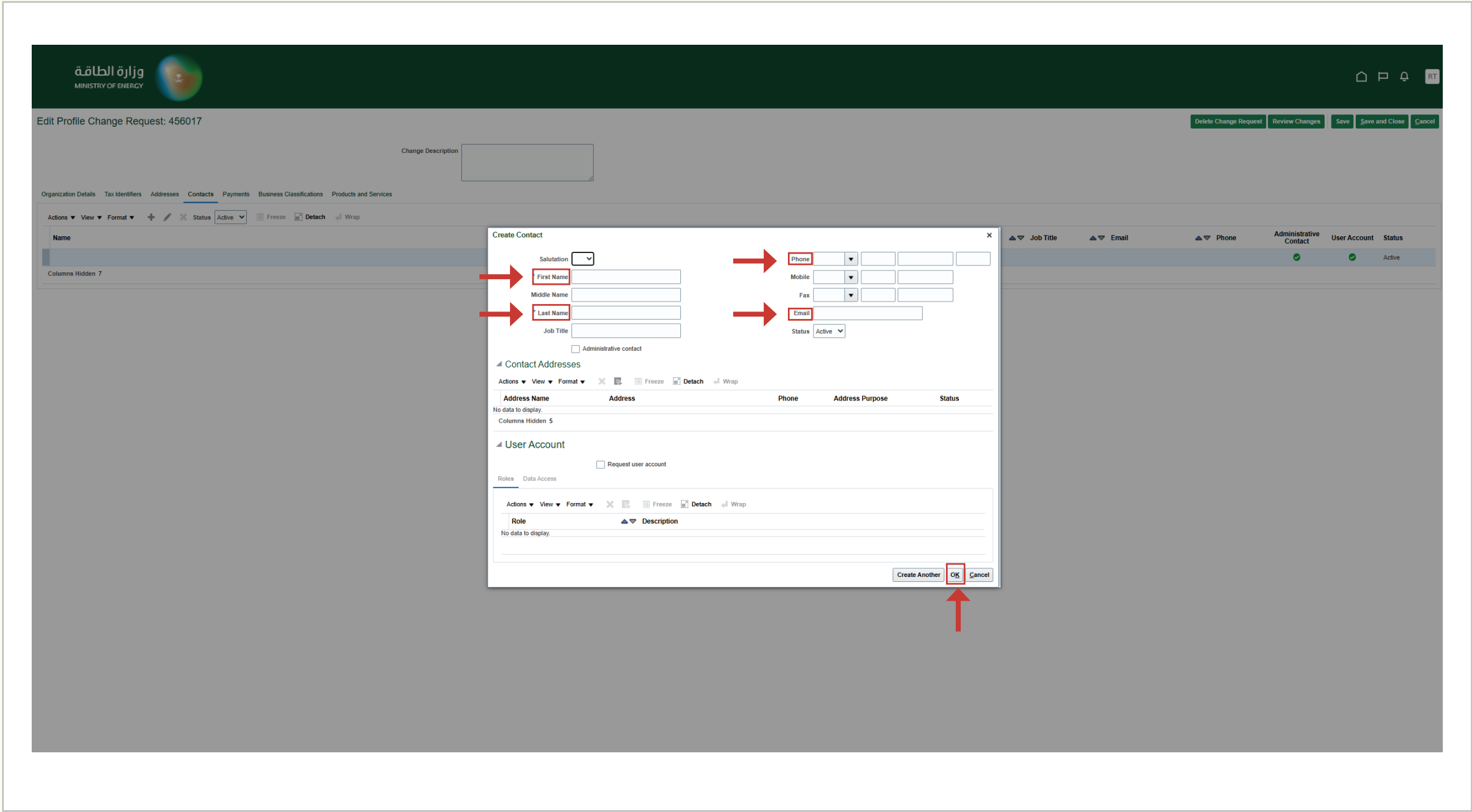
Supplier’s Profile Management - Contacts:

- To create a new contact, click the “+” icon.



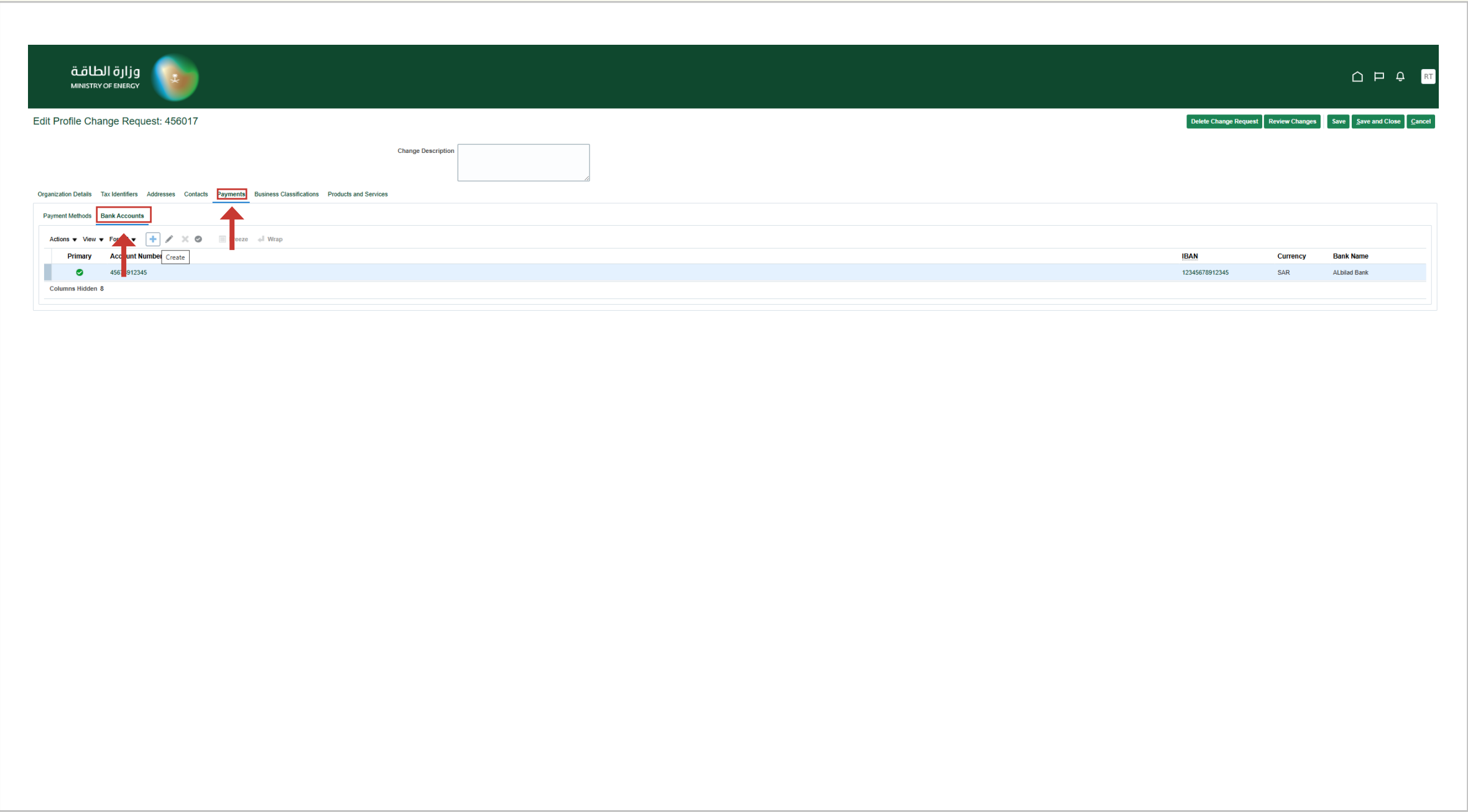
Supplier’s Profile Management - Contacts:

- After filling in the required fields (First Name, Last Name, Mobile Number, and Email Address), click “Create Another” to add another contact or click “OK” to continue.



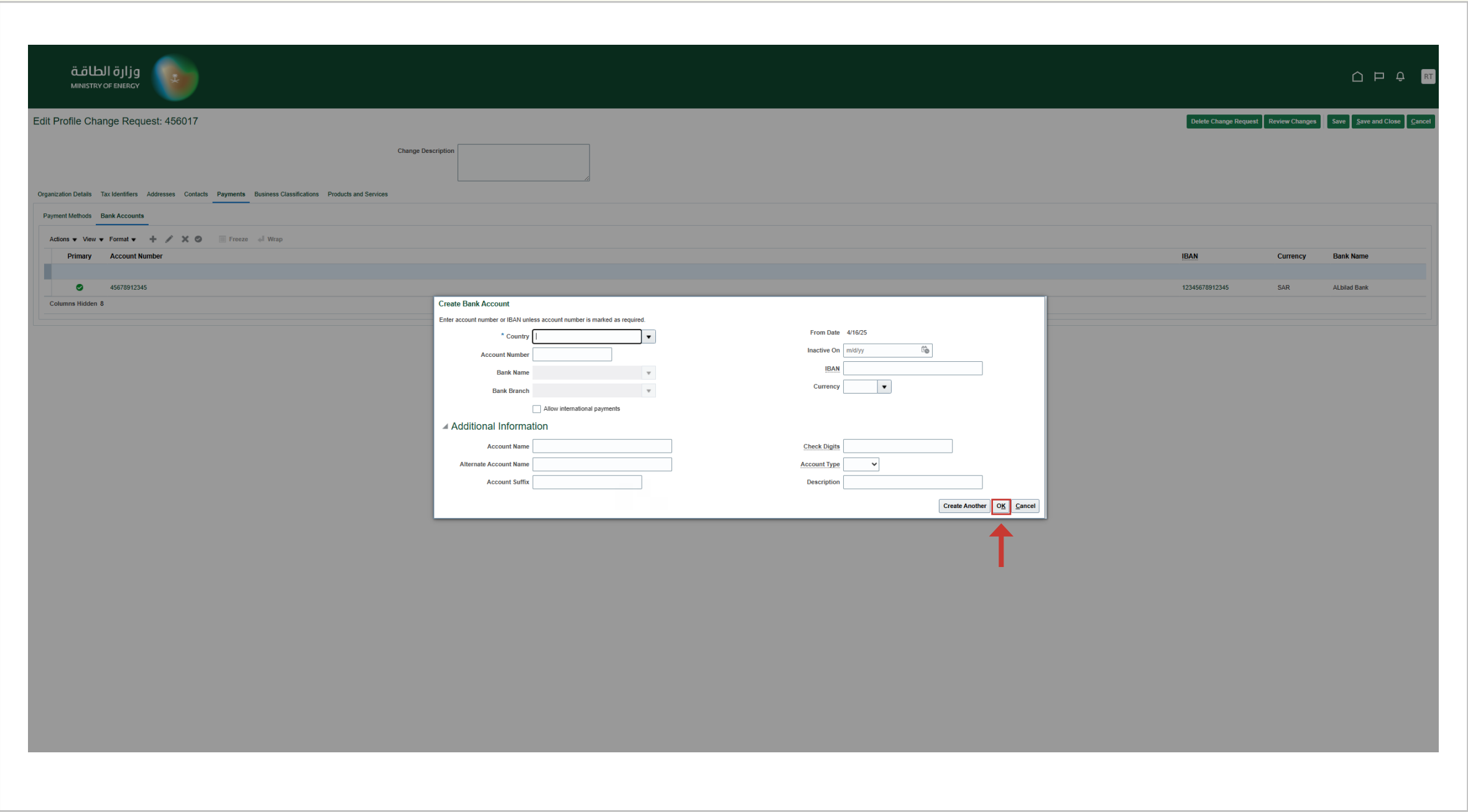
Supplier’s Profile Management- Bank Account:

- To update your bank information:
- Go to the “Payments”.
 - Click “Bank Accounts”.
 - Click the “+” icon to add a new bank account or click the edit icon to update your current account information.



Supplier’s Profile Management- Bank Account:

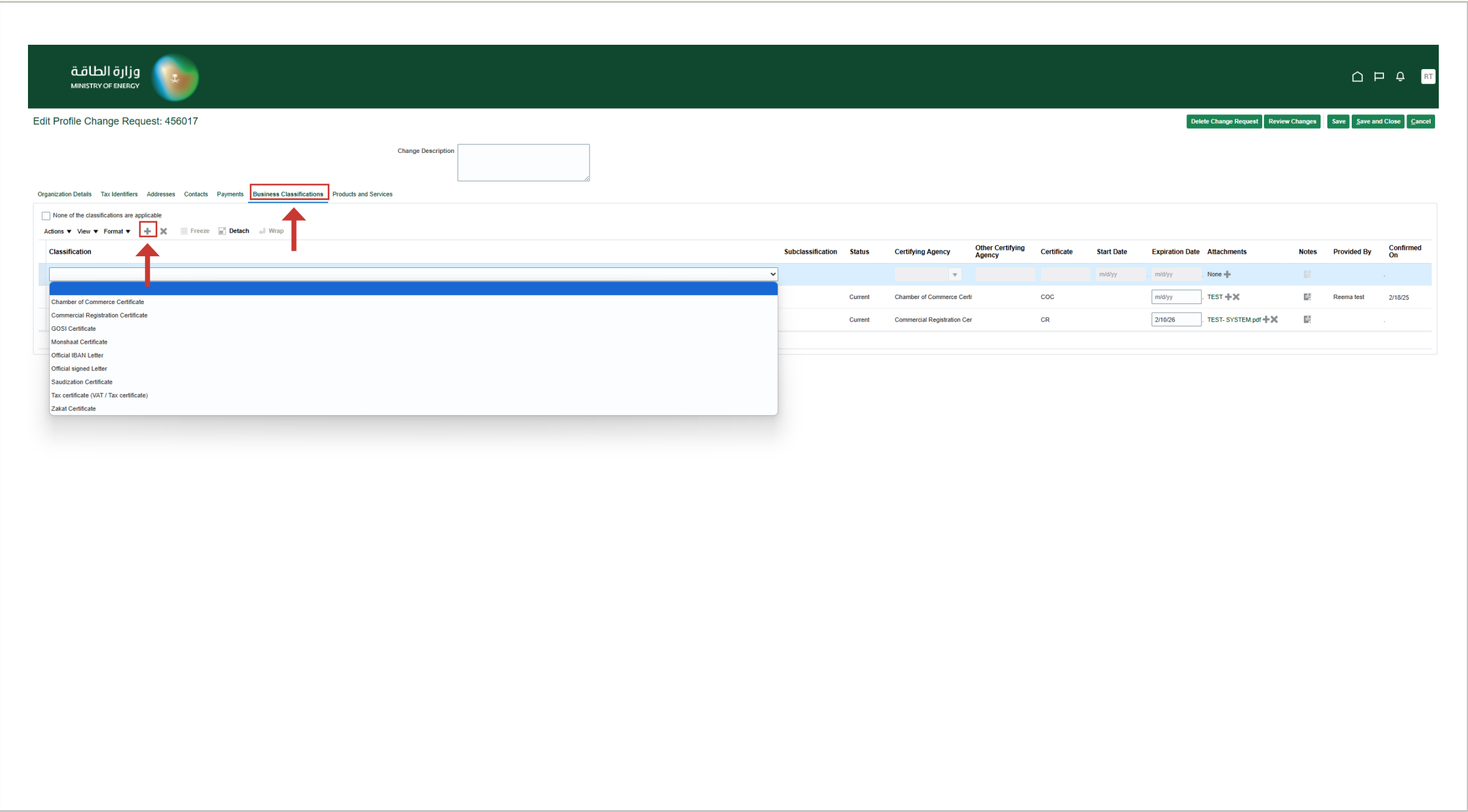
- The bank information details page will appear.
- Fill in the required fields to add a new bank account, such as: Country Name, Account Number, IBAN, Bank Name, Branch.
- Then, click “OK” to save the details.



Supplier Profile Management - Official Documents:

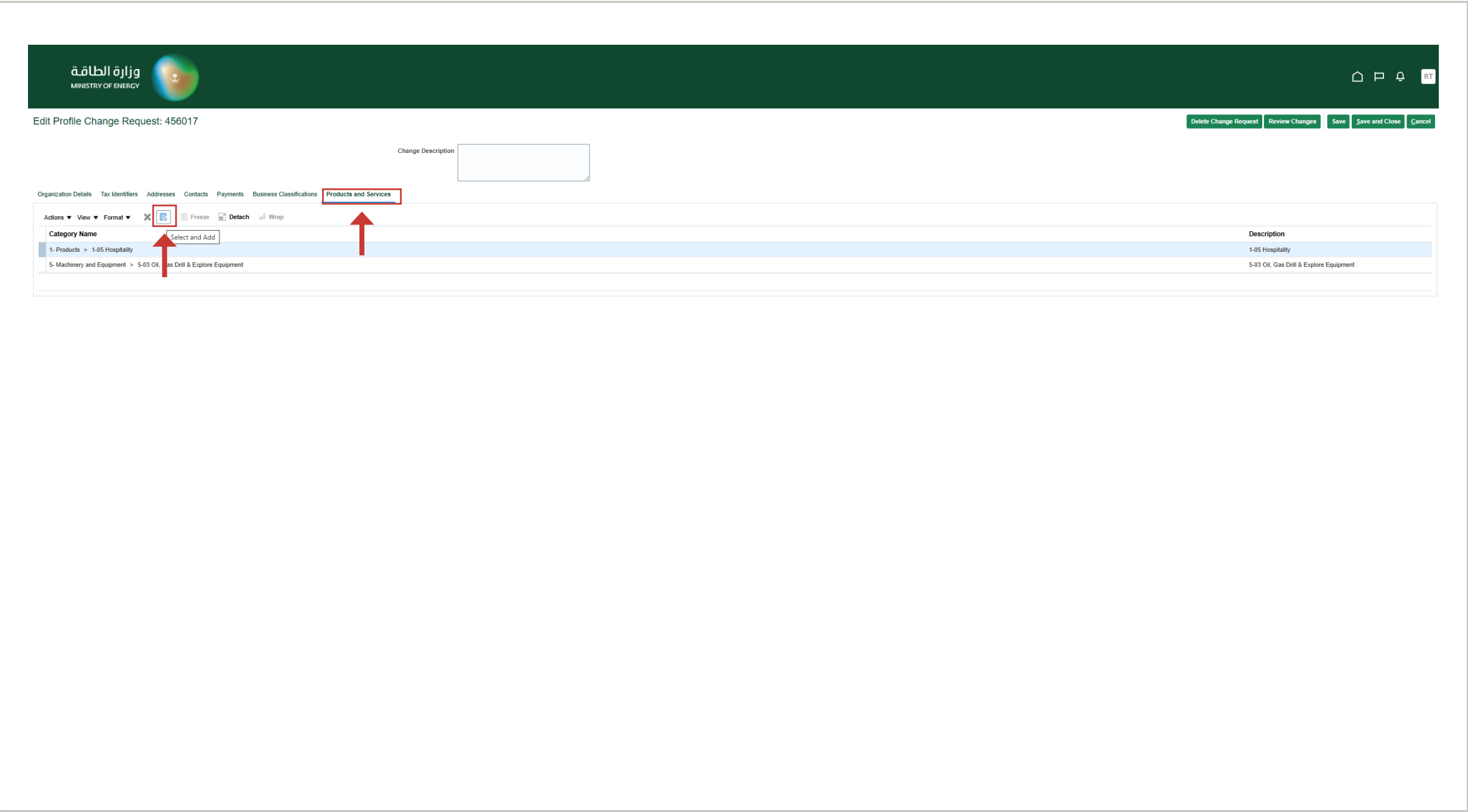
To update official documents:

- Go to the “Business Classifications”.
- Click the “+” icon.
- Choose the file you want to add or update from the drop-down list.



Supplier Profile Management – Product and Services:

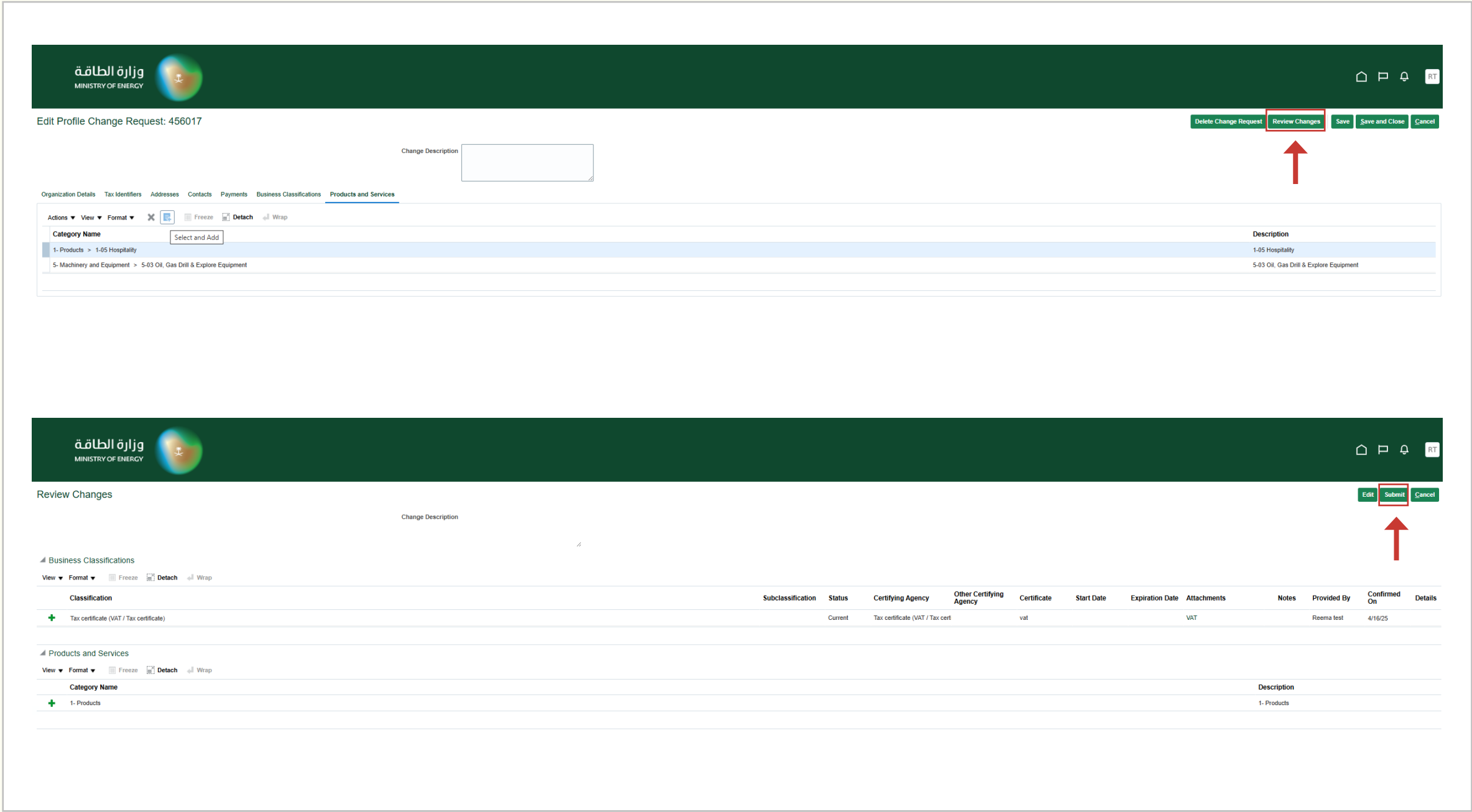
- To update the products and services provided by the supplier:
 - Click “Products and Services”.
 - Click “Select and Add” to add or update items.
 - To delete products or services, click the “x” icon.



Supplier Profile Management – Submit Request:

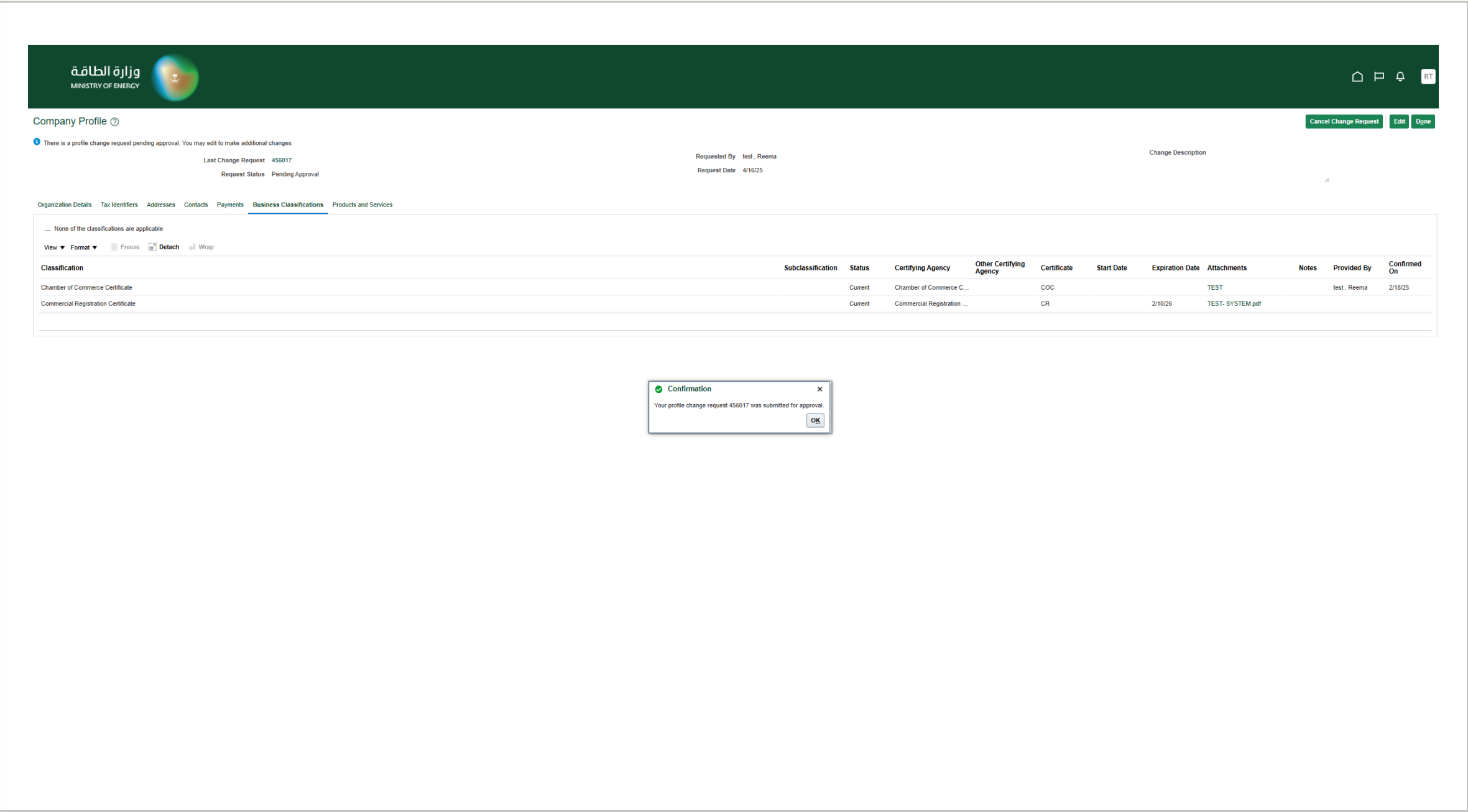
- After making all the necessary changes:
- Click “Review Changes” at the top right of the page.
 - A page will appear displaying all the changes you made.
 - After reviewing and confirming the changes, click “Submit”.

Note: Clicking on the “Save and Close” button does not submit the changes for review and approval.



Supplier Profile Management – Submit Request:

- After submitting the change request, a pop-up window will appear showing the request number and indicating that it is submitted for approval.



If you have any inquiries, you can contact us via email:

vendors@moenergy.gov.sa